

Town of North Hempstead/ Parks & Recreation Department

Assistant to the Commissioner of Parks & Recreation for Cultural Development

Full Time Position

GENERAL STATEMENT OF DUTIES

Coordinates the planning, development, promotion, and supervision of musical productions, fine art exhibits, stage productions, and film festivals; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require artistic evaluation and the use of considerable independent judgment.

TYPICAL DUTIES

1. Assembles and implements all factors of program production and their presentation to the public.
2. Translates program ideas into actual content and presentation.
3. Supervises, trains, and advises subordinates in the use of audio, lighting, and stage equipment.
4. Recommends, demonstrates, and explains techniques, procedures, materials, equipment, and supplies used in the various cultural arts productions.
5. Assists in organizing, promoting, and directing municipal celebrations and events.
6. Supervises the maintenance of records, preparation of reports, and budget estimates.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the methods, practices, techniques, and equipment used in musical, arts, stage, and film productions.
2. Considerable knowledge of the cultural needs of the community.
3. Ability to transform artistic ideas into actual content and presentation.
4. Ability to stimulate and sustain interest in the various fine arts.
5. Ability to plan, motivate, assign, train, and supervise the work of professionals and subordinates.
6. Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school

and

Five years of experience with responsibility for the production of any of a variety of artistic productions.

Interested applicants should send resume and cover letter to Commissioner of Human Resources Robert Weitzner at: careers@northhempsteadny.gov